

Instructions for Downloading Application Information and Submitting Applications on-line.

Please review these instructions thoroughly as they have changed significantly from previous years.

Applications **must** be submitted to the AILRC electronically on-line using the following process:

- Step 1 - Download the Application files.
- Step 2 - Complete the Application Cover Sheet.
- Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

To complete the steps above, your computer system must have the following:

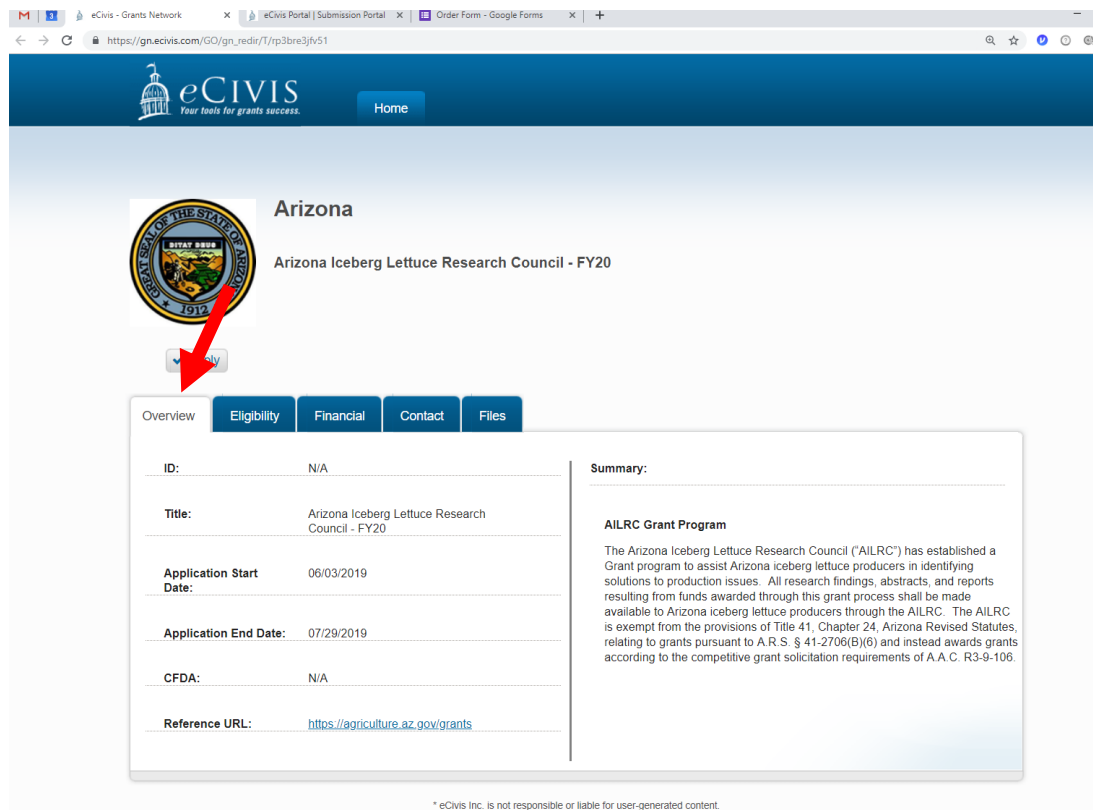
- Internet access
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact the AILRC Administrator during regular business hours.

1. Access the AILRC solicitation web page at:

<https://tinyurl.com/AILRC-2019>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



The screenshot shows the eCIVIS portal interface. At the top, there's a blue header with the eCIVIS logo and the tagline "Your tools for grants success." Below the header, the page title is "Arizona Iceberg Lettuce Research Council - FY20". A red arrow points to the "Overview" tab in the navigation bar. The Overview section contains a table with the following information:

Field	Value
ID:	N/A
Title:	Arizona Iceberg Lettuce Research Council - FY20
Application Start Date:	06/03/2019
Application End Date:	07/29/2019
CFDA:	N/A
Reference URL:	https://agriculture.az.gov/grants

To the right of the table is a "Summary:" section titled "AILRC Grant Program". The summary text reads: "The Arizona Iceberg Lettuce Research Council (AILRC) has established a Grant program to assist Arizona iceberg lettuce producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona iceberg lettuce producers through the AILRC. The AILRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(6) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-106."

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Browser tabs: eCivis - Grants Network | eCivis Portal | Submission Portal | Order Form - Google Forms

URL: https://gn.ecivis.com/GO/gn_redir/T/rp3bre3jfv51

[Home](#)

Arizona

Arizona Iceberg Lettuce Research Council - FY20

[Apply](#)

[Overview](#)
[Eligibility](#)
[Financial](#)
[Contact](#)
[Files](#)

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.

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URL: https://gn.ecivis.com/GO/gn_redir/T/rp3bre3jfv51

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Arizona

Arizona Iceberg Lettuce Research Council - FY20

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Funds Available: \$90,800.00

Award Amount: N/A (min) N/A (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

Financial Notes:

Funding Source

Funds for the AILRC grants are available primarily from assessments per carton of packed iceberg lettuce or bulk bins assessed according to forty-five pounds of equivalent weight of iceberg lettuce prepared for market or an equivalent basis pursuant to A.R.S. § 3-526.04.

For this grant cycle, approximately \$90,800 is available for the AILRC grants. The AILRC may award grants for multiple year projects. AILRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AILRC expects to issue Grant awards in August of 2018.


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eCIVIS - Grants Network x eCIVIS Portal | Submission Portal x Order Form - Google Forms x +

https://gn.ecivis.com/GO/gn_redir/1/rp3bre3jfv51

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 **Arizona**

Arizona Iceberg Lettuce Research Council - FY20

[Apply](#)

Overview **Eligibility** **Financial** **Contact** **Files**

Agency/Department: AHA - Agricultural Consultation and Training

Office: Arizona Iceberg Lettuce Research Council

Program Contact: Lisa James
AILRC Administrator
Arizona Department of Agriculture
1688 West Adams Street
Phoenix, AZ 85007
Telephone: 602-542-3262
ljames@azda.gov

Application Address: Lisa James
AILRC Administrator
Arizona Department of Agriculture
1688 West Adams Street
Phoenix, AZ 85007
Telephone: 602-542-3262
ljames@azda.gov

Contact Notes:

For questions, please contact the Council Administrator.


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https://gn.ecivis.com/GO/gn_redir/1/rp3bre3jfv51

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 **Arizona**


Arizona Iceberg Lettuce Research Council - FY20


[Apply](#)


Overview **Eligibility** **Financial** **Contact** **Files**

Files:

Grant Manual:  Manual2019 final 053119 (431.6 Kb)

Application Cover Sheet:  Application Cover Sheet - fillable (36.4 Kb)

Application Instructions:  Instructions - revised 053119 (2.4 Mb)

Survey Results:  AILRC Survey Results 2018 061318 (861.2 Kb)

File Notes:

For instructions on downloading the application files, please visit our website at: <https://agriculture.az.gov/grants>

General Compliance


All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

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Note: These are general instructions based on the use of Windows 10 Professional as the operating system and Google Chrome as the browser. The use of a different operating system and/or browser other than Google Chrome, i.e. Internet Explorer or Firefox may vary the process of saving or downloading files to your computer.

At the Files tab, download and save the PDF files to your computer:

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download arrow  in the upper right menu bar.
Hint: Hover towards the top of the screen to un-hide the menu bar.
- c. The “Save As” dialog box will open.
- d. Name the file and save it to a location on your computer that you can access later.

2. Prepare the following file off-line.

Application Cover Sheet in PDF format – Completed, printed, signed and scanned into a new PDF document or digitally signed and saved as a PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.

Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

- a. Return to the AILRC solicitation web page at:

<https://tinyurl.com/AILRC-2019>

b. Click on the “Apply” button.

The screenshot shows the eCIVIS Grants Network portal. The header includes the eCIVIS logo and a 'Home' button. The main content area displays the Arizona state seal and the title 'Arizona Iceberg Lettuce Research Council - FY20'. Below this is a blue 'Apply' button with a checkmark icon, which is highlighted by a red arrow. Underneath the button are tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Overview' tab is active, showing a form with the following fields: ID (N/A), Title (Arizona Iceberg Lettuce Research Council - FY20), Application Start Date (06/03/2019), Application End Date (07/29/2019), CFDA (N/A), and Reference URL (<https://agriculture.az.gov/grants>). To the right of the form is a 'Summary' section titled 'AILRC Grant Program' with a paragraph of text. At the bottom of the page, a small disclaimer states: '* eCIVIS Inc. is not responsible or liable for user-generated content.'

c. Either login to the eCIVIS “Portal” with an existing account and **skip to Step h.** or click on the “Create an account” button.

The screenshot shows the eCIVIS Portal login page. The header includes the eCIVIS logo and a 'Home' button. The main content area displays the text 'Welcome to the Portal' and a paragraph: 'This service provided by eCIVIS makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.' Below this text are two buttons: 'Portal Login' and 'eCIVIS Login'. A red arrow points to the 'Create an account' button. Below the buttons is a link: 'Do not have an account? Create an account'. At the bottom of the page, a small disclaimer states: '* eCIVIS Inc. is not responsible or liable for user-generated content.'

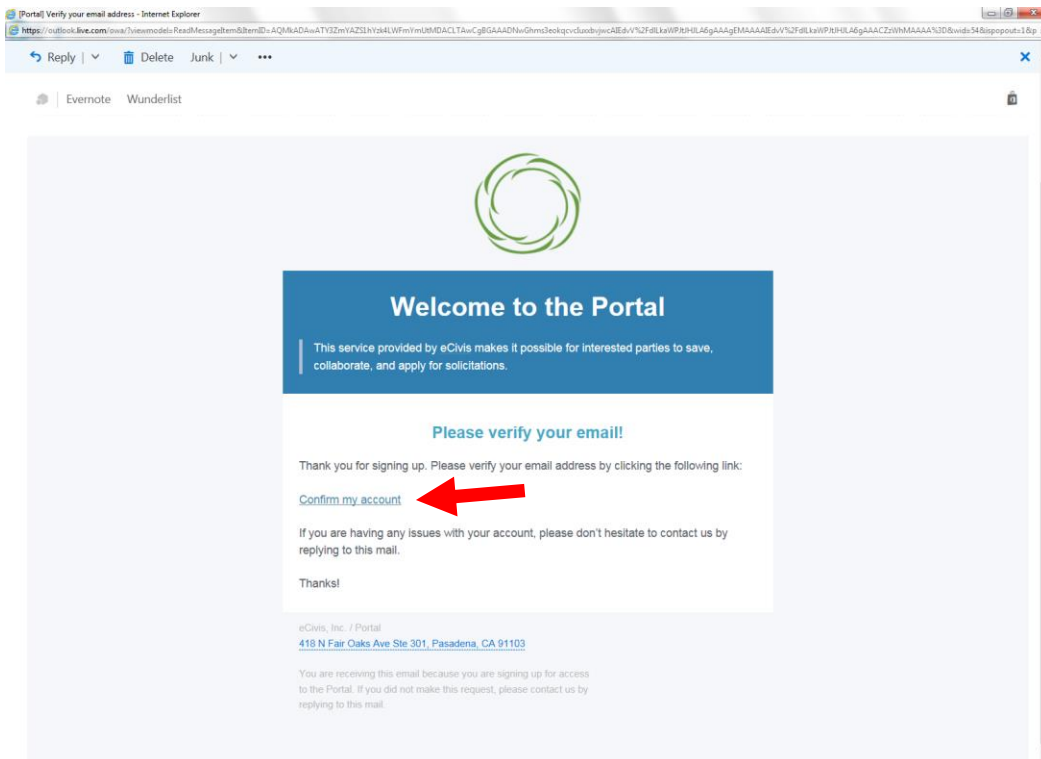
- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#register>. The page title is "New Account Signup". Below the title, a welcome message states: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". The form contains four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". Below the "Passphrase" field, there is a red button labeled "Weak". At the bottom of the form is a blue "Sign Up" button. Below the "Sign Up" button is a link that says "Back to Login". At the very bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

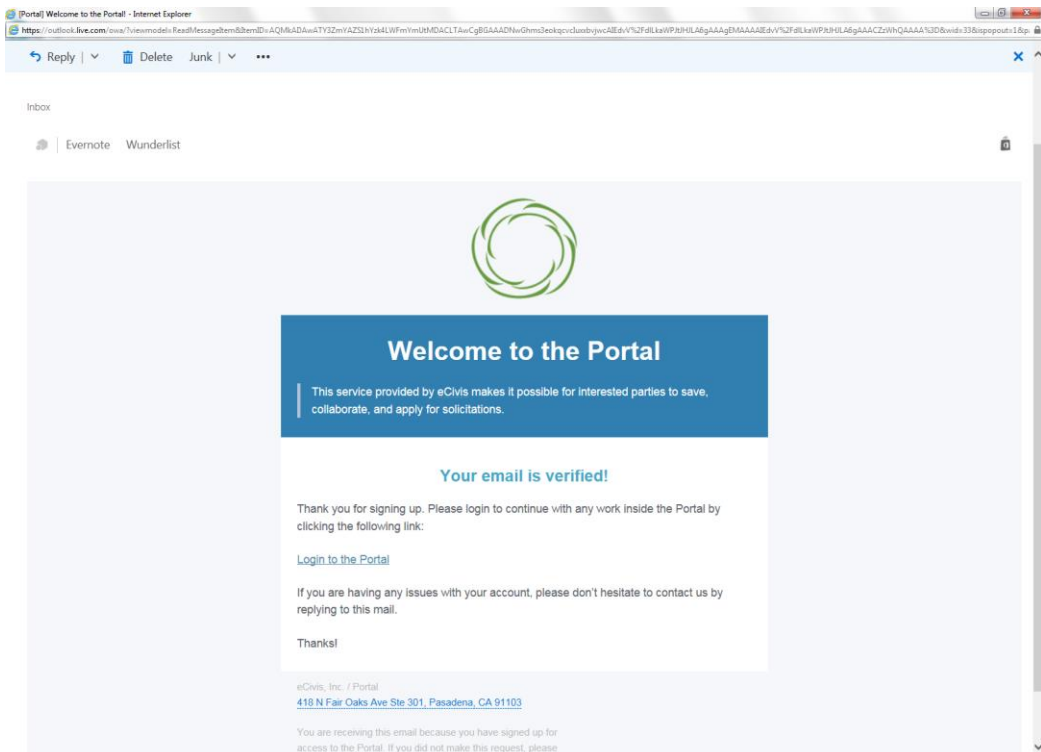
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#registered>. The page features a green circular logo on the left. To the right of the logo, the text reads "Welcome to the Portal" followed by "This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations." On the right side of the page, there is a white box containing the message: "Congratulations, you have successfully created your account!". Below this message, it says: "Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com." At the bottom of this white box is a link that says "Back to Login". At the bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc." and a link to "Privacy Policy and Terms of Service".

- f. Confirm your account by clicking on the link provided in your e-mail message.



- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



<http://agriculture.az.gov>

h. Login to the “Portal” with your login and password.

https://portal.ecivis.com/#/login/144

Mail - Lisa James - Outlook | eCivis - Grants Network | Grant Management System | eCivis - Grants Network | eCivis Portal | Login

File Edit View Favorites Tools Help

Convert Select

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login


Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

Do not have an account?
Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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i. Click on  Edit to update your profile information if necessary.

work | eCivis Portal | Submission Portal | Mail - Lisa James - Outlook

ecivis.com/#/index/submissionPortal

Lisa James Log out

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Homepage

Profile

Profile Complete View Edit

Add Another

Untitled

- j. Enter the appropriate information on the “Profile Input” page and click on “Update Profile” or “Save” at the bottom of the page.

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Homepage > Profile Input

Applicant Information

Tell us about you.

First name *
Lisa

Last name *
James

Email *

Title
Grant Program Manager

- k. Confirm that the “Profile” step is checked as “Complete”.

Arizona
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Application Submission Draft

Grant Application Budget Worksheet

Homepage

Profile

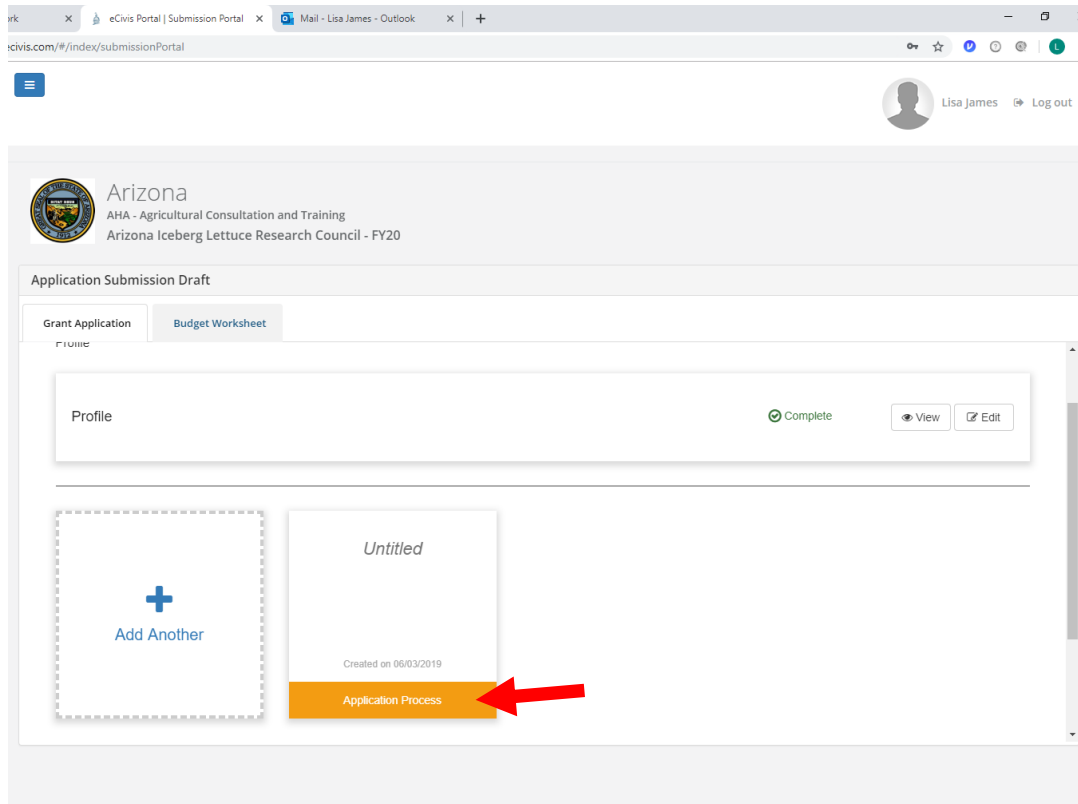
Profile

Complete View Edit


Untitled

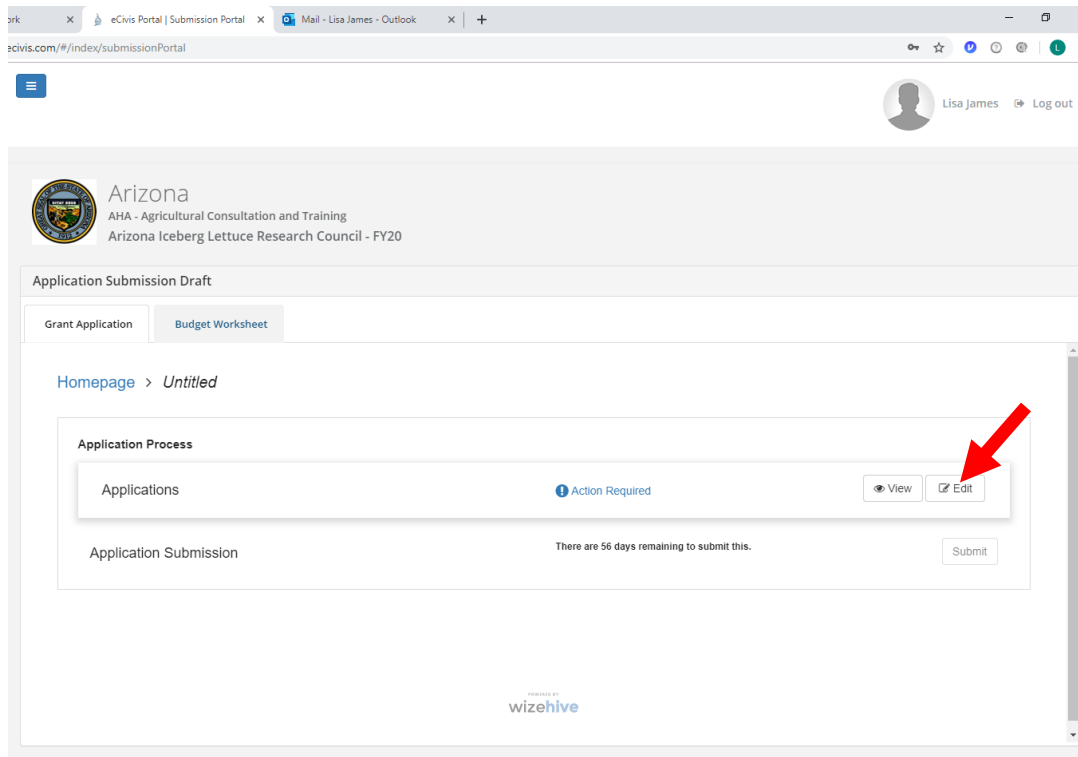
Add Another

- I. To start the application, click in the “Application Process” section of the “Untitled” box. *Hint: You may have to scroll down within the area to reveal it.*



The screenshot shows the eCivis Portal Submission Portal interface. At the top, there is a navigation bar with the Arizona logo and the text "Arizona AHA - Agricultural Consultation and Training Arizona Iceberg Lettuce Research Council - FY20". Below this, the "Application Submission Draft" section is visible. It contains two tabs: "Grant Application" and "Budget Worksheet". Under the "Grant Application" tab, there is a "Profile" section with a green checkmark and the word "Complete". To the right of the "Profile" section are "View" and "Edit" buttons. Below the "Profile" section, there is a dashed box with a plus sign and the text "Add Another". To the right of this is an "Untitled" box. The "Untitled" box has a red arrow pointing to the "Application Process" section at the bottom.

- m. Click on  Edit to enter the application information.



The screenshot shows the eCivis Portal Submission Portal interface. At the top, there is a navigation bar with the Arizona logo and the text "Arizona AHA - Agricultural Consultation and Training Arizona Iceberg Lettuce Research Council - FY20". Below this, the "Application Submission Draft" section is visible. It contains two tabs: "Grant Application" and "Budget Worksheet". Under the "Grant Application" tab, there is a "Homepage > Untitled" breadcrumb. Below this, there is an "Application Process" section. The "Application Process" section has a red arrow pointing to the "Edit" button. Below the "Application Process" section, there is an "Applications" section with a blue icon and the text "Action Required". To the right of the "Applications" section are "View" and "Edit" buttons. Below the "Applications" section, there is an "Application Submission" section with the text "There are 56 days remaining to submit this." and a "Submit" button. At the bottom of the page, there is a "wizehive" logo.

- n. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**

The screenshot shows the eCivis Portal Submission Portal interface. The user is logged in as Lisa James. The page title is 'Application Submission Draft'. The breadcrumb trail is 'Homepage > Untitled > Applications Input (Draft)'. The form contains three sections:

- 1. Application/Project Title ***: A text input field with a red arrow pointing to it.
- 2. Program/Project Congressional District (check all that apply) ***: A list of checkboxes for districts 1 through 9, and an 'All districts' option.
- 3. Program/Project Legislative District (check all that apply) ***: A section for legislative districts.

- o. Click on “Save Draft” at the bottom of the page to return to the application at a later time.

The screenshot shows the eCivis Portal Submission Portal interface. The user is logged in as Lisa James. The page title is 'Application Submission Draft'. The breadcrumb trail is 'Homepage > Untitled > Applications Input (Draft)'. The form contains three sections:

- 1. Application/Project Title ***: A text input field.
- 2. Program/Project Congressional District (check all that apply) ***: A list of checkboxes for districts 1 through 9, and an 'All districts' option.
- 3. Program/Project Legislative District (check all that apply) ***: A section for legislative districts.

Below the form, there is a section for the 'Signed Application Cover Sheet *'. It includes a text input field and a 'Select a file' button. At the bottom right, there are two buttons: 'Save Draft' and 'Save'. A red arrow points to the 'Save Draft' button.

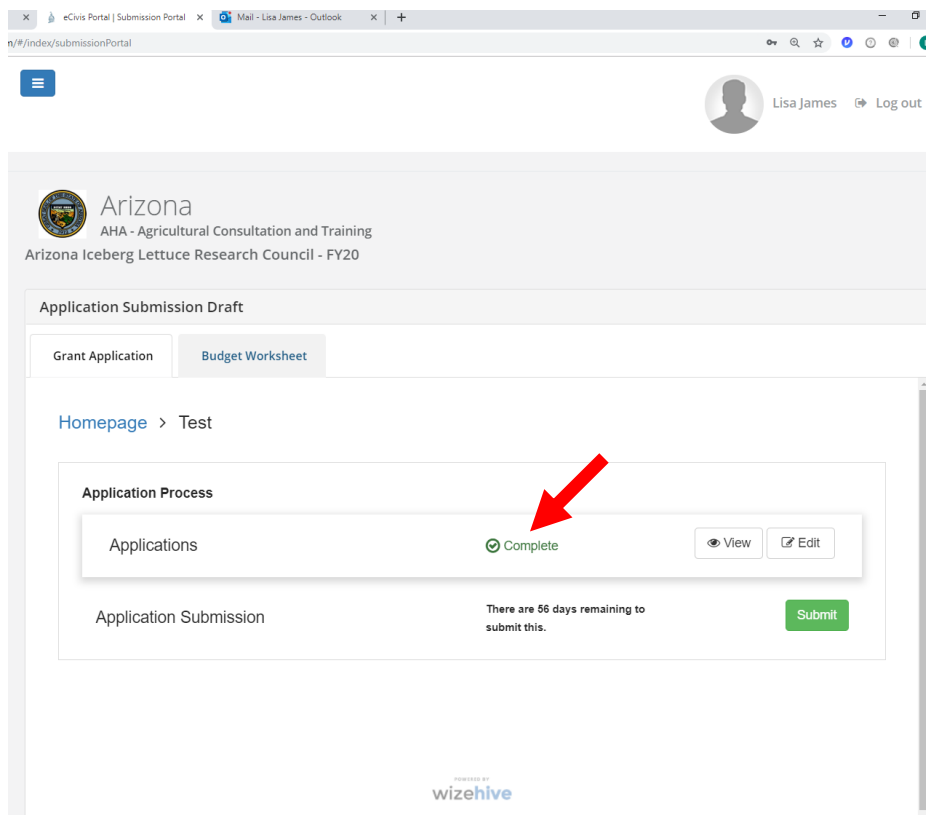
- p. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.

The screenshot shows a web browser window with the URL `m/#/index/submissionPortal`. The page header includes the Arizona AHA logo and the text "Arizona AHA - Agricultural Consultation and Training" and "Arizona Iceberg Lettuce Research Council - FY20". The user is logged in as "Lisa James" with a "Log out" link. The main content area is titled "Application Submission Draft" and has two tabs: "Grant Application" and "Budget Worksheet". Under the "Grant Application" tab, there is a section titled "9. Project Goals and Objectives *" with a large text area. Below this, there is a section titled "Signed Application Cover Sheet *" with the instruction "Please upload a signed Application Cover Sheet for the project." and a file upload button labeled "+ Select a file". A red arrow points to this button. At the bottom right of the form, there are "Save Draft" and "Save" buttons.

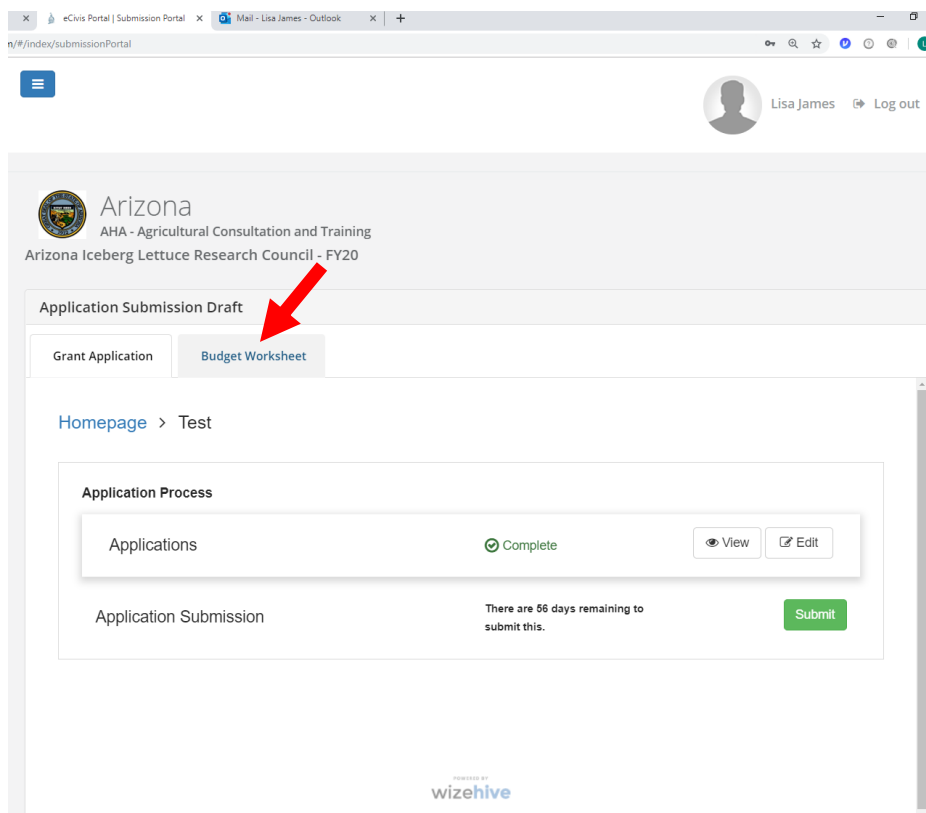
- q. When all required fields are completed, click on “Save”.

The screenshot shows the same web browser window as the previous one, but now the "Test" text is entered in the "9. Project Goals and Objectives *" text area. The "Signed Application Cover Sheet *" section now shows a file named "Application Cover Sheet - fillable.pdf" uploaded. A red arrow points to the "Save" button at the bottom right of the form.

- r. Confirm that the Applications step is checked “Complete”.



- s. Click on the “Budget Worksheet” tab to enter the project budget.



<http://agriculture.az.gov>

t. Leave “Budget Settings” as indicated.

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Budget Settings

Multi-Term Budget ☒ No ☐ Yes

Indirect Costs Not Applicable 0.00 %

Match / Cost Share Itemized 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions

Budget Summary

\$0.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$0.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

u. Enter the project budget information for each applicable Budget Category by clicking on the category title. **Please see page 9 of the Grant Manual.**

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Budget Settings

Multi-Term Budget ☒ No ☐ Yes

Indirect Costs Not Applicable 0.00 %

Match / Cost Share Itemized 0.00 % \$ 0.00

Budget Stage: Pre-Award

Actions

Budget Summary

\$0.00 Total Direct Costs

\$0.00 Total Indirect Costs

\$0.00 Total Amount (Direct + Indirect)

\$0.00 Match / Cost Share

\$0.00 Program Income

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

- v. Enter details for each category in the table. Add rows if necessary. Totals will calculate automatically.

Match / Cost Share: Itemized, 0.00, %, \$ 0.00

Budget Stage: Pre-Award

Actions: [Save] [Cancel] [Add]

Match / Cost Share: \$0.00

Program Income: \$0.00

Budget Items

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$10,456.32	\$10,456.32	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Research Technician	Hourly	336	\$31.12	\$10,456.32	\$10,456.32		\$0.00	Direct Cost

Add Row

2. Fringe Benefits

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Fringe Benefits Totals:		\$326.24	\$326.24	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Research Technician	31.2%	1	\$326.24	\$326.24	\$326.24		\$0.00	Direct Cost

Add Row

- w. When all applicable categories are complete, return to the top of the page to confirm totals and "Save". *Hint: Totals for Indirect Costs, Match/Cost Share and Program Income should always be zero.*

Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable, 0.00, %

Match / Cost Share: Itemized, 0.00, %, \$ 0.00

Budget Stage: Pre-Award

Actions: [Save] [Cancel] [Add]

Budget Summary

\$10,782.56	Total Direct Costs
\$0.00	Total Indirect Costs
\$10,782.56	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$10,456.32	\$10,456.32	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Research Technician	Hourly	336	\$31.12	\$10,456.32	\$10,456.32		\$0.00	Direct Cost

- x. Scroll to the bottom of the Budget Worksheet to enter the “Budget Narrative”.

The screenshot shows the eCivis Portal Submission Portal interface. At the top, there are four tabs labeled "1. Other" with values of \$0.00, \$0.00, \$0.00, and \$0.00. Below this is the "Program Income" section, which includes a sub-section "Income" with a value of \$0.00. The "Budget Narrative" section is highlighted with a red arrow. It contains a text area for entering the budget narrative, with a "Save Narrative" button and a "7767 characters remaining" indicator.

- y. Include a narrative explanation for each applicable budget category. *Hint: Budget Narrative information can be prepared in a Word document and then copied and pasted into the on-line application.*






The screenshot shows the eCivis Portal Submission Portal interface. At the top, there are four tabs labeled "1. Other" with values of \$0.00, \$0.00, \$0.00, and \$0.00. Below this is the "Program Income" section, which includes a sub-section "Income" with a value of \$0.00. The "Budget Narrative" section is highlighted with a red arrow. It contains a text area for entering the budget narrative, with a "Save Narrative" button and a "7767 characters remaining" indicator. The text entered in the narrative is:

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.
Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

- z. Click on “Save Narrative”. *Hint: There are separate “Save” functions for the narrative (bottom of the page) and the budget (top of the page).*


Budget Narrative

Enter your budget narrative below.

</> H1 H2 H3 B I U     

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

Save Narrative 

7767 characters remaining

- aa. Confirm that the Application is checked “Complete” and that the Budget Worksheet has been saved successfully. *Hint: You will receive warnings if changes have not been saved.*

eCivis Portal | Submission Portal x Mail - Lisa James - Outlook x +

n/#/index/submissionPortal

☰

Lisa James Log out




Arizona
AHA - Agricultural Consultation and Training
Arizona Iceberg Lettuce Research Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Homepage > Test

Application Process

Applications  Complete  

Application Submission There are 56 days remaining to submit this. **Submit**

POWERED BY
wizehive

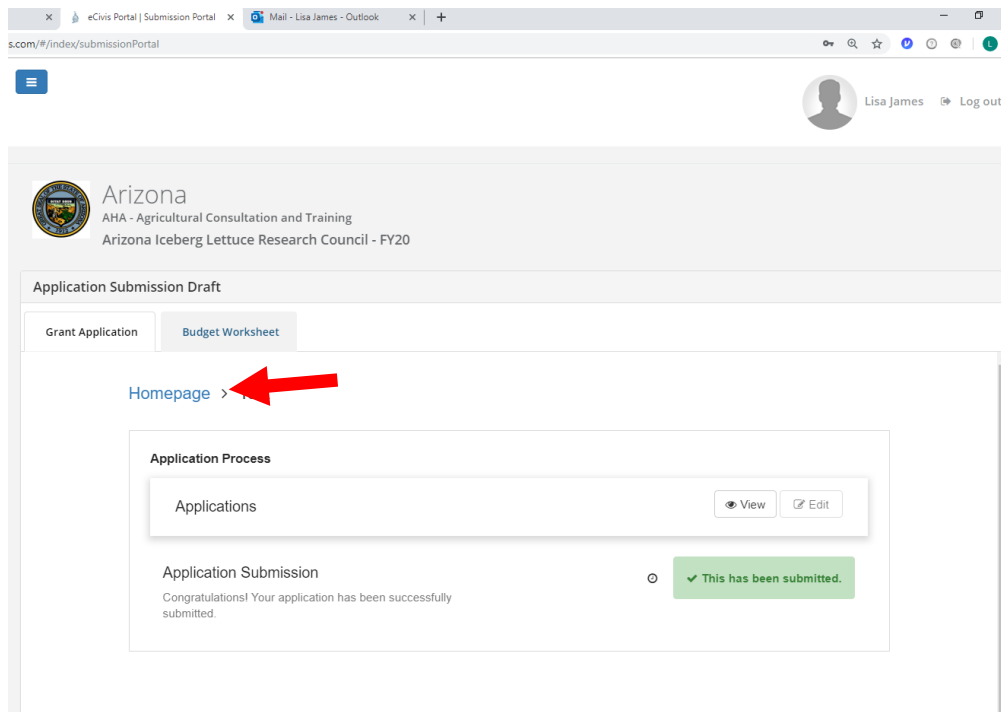
bb. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on July 29, 2019.**

The screenshot shows a web browser window with the URL `n/#/index/submissionPortal`. The page header includes the Arizona AHA logo and text: "Arizona AHA - Agricultural Consultation and Training" and "Arizona Iceberg Lettuce Research Council - FY20". Below this, the page is titled "Application Submission Draft". There are two tabs: "Grant Application" and "Budget Worksheet". The main content area shows a breadcrumb trail "Homepage > Test". Under the "Application Process" section, there is a box for "Applications" with a green checkmark and the word "Complete", and buttons for "View" and "Edit". Below this, the "Application Submission" section shows a message: "There are 56 days remaining to submit this." and a green "Submit" button. A red arrow points to the "Submit" button.

cc. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the AILRC Administrator, see Grant Manual.

The screenshot shows the same web browser window as the previous one, but the URL is now `s.com/#/index/submissionPortal`. The page content is identical, but the "Application Submission" section now shows a green checkmark and the message: "This has been submitted." and "Congratulations! Your application has been successfully submitted." A red arrow points to the "This has been submitted" message.

dd. Return to the “Homepage” to view the status of applications.



ee. To complete another application click the “+ Add Another” box and follow steps m. through cc.

